托福写作技能详解

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内 容 简 介

　　本书是在分析历届托福考试中的写作题目、参考国内外有关书籍的基础上,针对中国学生的具体情况,以单句写作为基础,以段落写作为提高,以篇章写作为目标,由易到难,由简到繁编写而成的。书中特别分析了托福写作部分的评分标准,并使用大量的范文从正反两方面对作文的写作与评分进行比较和讲解,同时提供了托福写作考试常见的作文范围。

　　本书适用于准备参加托福考试或其他英语出国考试的人员,也可供同等水平的英语学习者及旨在提高自己英语写作能力的自学者使用。

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前　　言

　　本书作为《托福词汇分级详解》、《托福常见词组详解》、《托福阅读技能详解》和《托福语法技能详解》的姊妹书,适用于准备参加托福考试或其他英语出国考试的人员,也可供同等水平的英语学习者及旨在提高自己英语写作能力的自学者使用。

　　本书是在分析历届托福考试中的写作题目、参考国内外有关书籍的基础上,针对中国学生的具体情况,由易到难、由简到繁编写而成的。其主要特点如下:

　　1. 以单句写作为基础。句子是文章的基本组成部分,一篇文章的好坏在很大程度上取决于句子的表达。要想写好作文,首先要学会写出准确有力的句子。表达捉确的句子应该结构完整,同时能够表达一个完整的意思。句子光是准确还不够,还要表达有力,有效地表现作者的意图,应该具有表达连贯有序、简洁清楚、有所侧重及有所变化等特点。在这一部分,作者从十个方面对使句子表达准确有力的方法进行了分析与说明。

　　2. 以段落写作为提高。在单句写作的基础上,按写作意图展开并构成段落是写作的基本技能之一。展开并发展段落的方法有很多,比如时间顺序法、空间顺序法、举例法、对比与比较法、类比法、因果关系法、分类法、归纳法以及演绎法等等。作者在这一部分从十个方面深入分析了段落写作的统一性、连贯性和发展充分等问题,提出了紧紧围绕主题、充分表达或论证主题观点的段落写作方式。

　　3. 以篇章写作为目标。如果说段落是用一系列的句子发展而成的话,那么一篇文章则是由对主题加以详细阐述并予以支持

的一系列段落组成的。在这一部分,作者利用大量例证从六个方面就段落写作与篇章写作的相同点和不同点进行了深入分析,探讨并详细说明了篇章写作的特点以及统一性和连贯性的平衡,提出了篇章写作的有效方法。

4. 分析了托福写作部分的评分标准,并使用大量的范文从正反两方面对作文的写作与评分进行比较和讲解,同时提供了托福写作考试常见的作文范围。这样,可以使学习者了解评分标准,并按照考试的要求充分运用自己的写作技能来写好作文。

5. 各个部分均配备具有针对性的各类练习,并在书后提供了参考答案,以便学习者对照检验。

限于水平,书中缺点和错讹之处在所难免,敬请读者指正。

编著者

目 录

Part I Writing Sentences

Sentences are the basic units of an essay. Correct and effective sentences contribute a lot to a good essay. If we want to write well, we should learn to write correct and good sentences first of all. A correct sentence should 1) be complete in structure; 2) start with a capital letter and end with a full stop, or a question mark, or an exclamation mark; and 3) express a single complete idea. At the same time, we have to make the sentences effective in order to express the ideas very clearly or forcefully. Effective sentences should have some or all of the following qualities: unity, coherence, conciseness, emphasis, and variety. In this section, we will talk about how to make correct and effective sentences.

　　句子是文章的基本组成部分。一篇文章的好坏,在很大程度上取决于句子的表达。要想写好作文,首先要学会写出准确有力的句子。一般说来,表达准确的句子应该结构完整,同时能够表达一个完整的意思。句子光是准确还不够,还要表达有力,有效地表现作者的意图。这样的句子一般应该具有表达连贯有序、简洁清楚、有所侧重及有所变化等特点。下面从十个方面来探讨如何使句子的表达准确有力。

1. Sentence fragments

A fragment is a grammatically incomplete sentence. A complete

sentence must have a grammatical subject and a complete predicate. The following sentences are sentence fragments:

1) The one in the corner.

2) Have lost my key.

3) Runs like the wind.

句子片段是指语法结构不完整的句子。一个完整的句子必须要有一个主语和完整的谓语部分。上面的例子就是一些句子片段。在口语中,可以这样使用,但在写作中,这样的句子是不符合语法规范的。我们来分析一下这些例子的错误之处:第一个例子是一个名词短语,缺少谓语部分,给它加上谓语,就可以成为一个完整的句子了,如 The one in the corner is my sister. 第二个和第三个例子与第一个相反,只有谓语部分,缺少主语,可以改为 I have lost my key. 和 Tom runs like the wind. 由以上分析可以看出,一个完整的句子必须要有主语和谓语。除了简单句中给句子加上相应的主语和谓语外,下面这两种情况也值得注意。

- **Dependent clauses cannot stand alone as a sentence**

A dependent clause has a subject and a predicate, but it depends on another statement to complete the thought. It must be linked to a main clause with a subordinating conjunction (such as *because*, *although*, or *if*) or a relative pronoun (such as *which*, *who*, or *that*), therefore, if you begin a clause with a subordinating conjunction or relative pronoun and then end it with a period or semicolon before connecting it to a main clause, you have produced a fragment, not a sentence.

The following examples are actually fragments:

1) Because we had no choice.

2) Whichever film you prefer.

3) If you have to drive on rocks and mud. You need a heavy – du-

ty tire.

4) After Tom learned the price of new cars. He decided to keep his old Ford.

For such ones, we may attach the dependent clause to a statement that makes sense standing alone or eliminate the connective and rephrase the phrase.

独立从句也有自己的主语和谓语,但是它必须由从属连词和关系代词等连到一个主句后才能达到意思上的完整。所以,缺少主句的独立从句也是句子片段。我们来分析一下上面所给出的例子:第一个例子是由连词 because 引起的原因状语从句,读完原因后,我们想知道由此原因引起的结果,但该句并没有说明,因此这样的句子就不完整。我们可以给它加上一个主句,改为 Because we had no choice, we gave up. 这样的话,结果就很清楚了。第二个例子是由关系代词引导的让步状语从句,我们可以改为 You may watch whichever film you prefer. 第三个例子中的从句后面使用了句号,使从句成为了一个完整的句子,而从句的意思并不完整,所以我们可以把标点符号改为逗号,使之与主句相连, 即 If you have to drive on rocks and mud, you need a heavy – duty tire. 第四个例子与第三个相同,也可以改动标点符号,变成 After Tom learned the price of new cars, he decided to keep his old Ford. 这种句子也可以去掉连词,变成其他的句子结构,如 Tom learned the price of new cars and decided to keep his old Ford.

- **A verbal or prepositional phrase should not be used as a sentence**

Phrases are similar to clauses except that they lack full verbs. Phrases can be used as modifiers, subjects, objects, or complements – but never as sentences. Make sure that all of your phrases are connected to main clauses.

　　动词短语和介词短语不能独立成句。短语与从句相似,但短语缺少完整的动词。短语可以充当修饰语、主语、宾语、补语等各种成分,但不能独立充当一个句子。

The following are all fragments:

1) To prevent powerful foreign corporations from gaining too much influence. Some African governments insisted on owning 51 percent of key national industries.

2) I spent almost an hour on the phone this morning. Trying to find a taxi.

3) The travelers plodded along the trail all day. Without a rest. Without stopping to eat what food they had.

4) The young boy looked forward to the weekend. It being the only time he could stay unbothered and dream about his future.

For such sentences, we may revise it by working the verbal or the prepositional phrase into the main clause or by restating the phrase to turn it into an independent clause with subject and predicate.

　　我们来分析一下上面给出的例子。第一个例子中的动词不定式短语后面使用了句号,我们可以把句号改为逗号,使动词不定式短语用来充当全句的目的状语,即 To prevent powerful foreign corporations from gaining too much influence, some African governments insisted on owing 51 percent of key national industries. 第二个例子为分词短语,我们也可以把句号改为逗号,使分词短语成为全句的状语,即 I spent almost an hour on the phone this morning, trying to find a taxi. 第三个例子中两个介词短语独立成句,我们也可以把它们转换为全句的状语,即 Without a stop to rest or to eat what food they had, the travelers plodded along the trail all day. Or the travelers plodded along the trail all day without a stop to rest or to eat what food they had. 第四个例子为独立主格结构,我们可以像前三个例子那样把它变为句子

的状语,也可以把分词部分变为独立的句子,即 The young boy looked forward to the weekend. It was the only time he could stay un-bothered and dream about his future.

在写作的过程中,要尽量避免句子片段(sentence fragments)的出现。但有的时候我们也可以使用它来达到某种特殊的效果,比如用来加重语气及对话效果等,只是要特别注意:句子片段只有在特别需要某种效果的时候才能够使用。
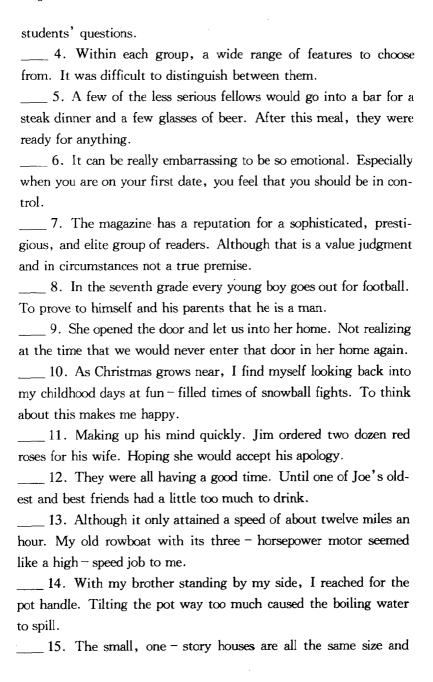
Exercises

Correct the fragments in the following sentences.

1. Then she went on nervously with her work. Knitting.

2. A dense forest humming with sounds of insects and teeming with animal life.

3. He talked for fifty minutes without taking his eyes off his notes. Apparently not noticing that half the class was asleep.

4. Charlie can always make you smile. When you are sad.

5. Just a lazy weekend vacation. No work. No worries. That's what he promised me.

Extended Exercises

Evaluate the following sentences. Mark C if the sentences in the group are all complete and F if any of the sentences in the group is a fragment and then correct them.

_____ 1. Then I attended Morris Junior High. A junior high that was a bad experience.

_____ 2. The scene was filled with beauty. Such as the sun sending its brilliant rays to the earth and the leaves of various shades of red, yellow, and brown moving slowly in the wind.

_____ 3. He talked for fifty minutes without taking his eyes off his notes. Like other teachers in that department, he did not encourage

students' questions.

____ 4. Within each group, a wide range of features to choose from. It was difficult to distinguish between them.

____ 5. A few of the less serious fellows would go into a bar for a steak dinner and a few glasses of beer. After this meal, they were ready for anything.

____ 6. It can be really embarrassing to be so emotional. Especially when you are on your first date, you feel that you should be in control.

____ 7. The magazine has a reputation for a sophisticated, prestigious, and elite group of readers. Although that is a value judgment and in circumstances not a true premise.

____ 8. In the seventh grade every young boy goes out for football. To prove to himself and his parents that he is a man.

____ 9. She opened the door and let us into her home. Not realizing at the time that we would never enter that door in her home again.

____ 10. As Christmas grows near, I find myself looking back into my childhood days at fun – filled times of snowball fights. To think about this makes me happy.

____ 11. Making up his mind quickly. Jim ordered two dozen red roses for his wife. Hoping she would accept his apology.

____ 12. They were all having a good time. Until one of Joe's oldest and best friends had a little too much to drink.

____ 13. Although it only attained a speed of about twelve miles an hour. My old rowboat with its three – horsepower motor seemed like a high – speed job to me.

____ 14. With my brother standing by my side, I reached for the pot handle. Tilting the pot way too much caused the boiling water to spill.

____ 15. The small, one – story houses are all the same size and

style. With no difference except the color.

These paragraphs need proofreading for possible fragments. Find out the problems and revise them.

1. How can a person find patriotism in a local night club? Well, it did not take me too long. About four weeks ago in a little night club in Louisville, Kentucky, a couple of my friends, Rick and Lon, the duo who were providing the entertainment that night for the club.

2. For the past twenty years, the Survey Research Center at the University of Michigan has been measuring the level of Americans' trust and confidence in their politicians and quasi − political trust and confidence in their political institutions and their leaders. "Political" being all levels of government, and "quasi − political" churches, labor unions, large professional/business associations, educational institutions, and the like. The result is that a very sharp decline has taken place every year since 1964.

3. For 200 years Americans believed in better jobs, better homes, a better life for one's children. This confidence no longer exists. Polls now indicate that fewer Americans who feel they are better off today than they were five years ago. A public − opinion analysis group has found that large numbers of Americans, at some times and in some places, see themselves as lower on the ladder. Adding worse living conditions and anticipation of further decline over the next five years.

4. Well, in looking at the picture at the left you see an old lady. She has a very funny look on her face. As if she's lonely and just wants to be left alone. She also looks as if she has seen a lot and experienced lots of things.

5. A president is an appointed leader. Someone who is a deci-

sion – maker in the executive branch of our government. This doesn't necessarily mean that the person the people elect is capable. Just hopefully assumes. Assumes through his past record as a politician, over the years' buildup of experience and handling situations.

2. Run – on Sentences

Run – on sentences refer to two or more complete thoughts that are put together without proper punctuations. When a sentence goes without any punctuation at all, it is called a fused sentence. When a comma is placed between two complete thoughts, it makes a comma – splice.

英语句子以长见长,但在使用长句子的过程中要注意标点符号的运用,尤其是逗号的使用。下面的两个例子中出现的错误就是由于标点符号使用不当造成的:

1) Human nature is seldom as simple as it appears hasty judgments are therefore often wrong.

2) Human nature is seldom as simple as it appears, hasty judgments are therefore often wrong.

这两个句子的含义是"人的本性有时并不像看起来那么简单,所以草率做决定经常是错误的"。虽然前后意义相关,但所要说明的是两个方面的内容,第一个例子没有加任何标点符号,犯了fused sentence 的错误,第二个例子则误用了逗号,在应该使用句号或分号的地方误用了逗号,因此就造成 comma – splice 的错误。

上述的两个例句在口语中是可以接受的,这是因为口语中不涉及严格的标点符号的使用,而在写作中,标点符号所起的作用非常重要,它不仅体现着句子之间的逻辑关系,而且对于重视逻辑意义连接的英语语言来说更是至关重要。当我们试图同时表达多个

内容的时候,常常采用的方法有如下四种:

- **Separate independent clauses with a period**

　　最简单的方法就是使用一个句号把两部分所表达的不同意义分成两个独立的句子。这样,上文中的例子就可以简单地用句号来达到此目的:

　　1）Human nature is seldom as simple as it appears.

　　2）Hasty judgments are therefore often wrong.

　　这种办法是最简单易用,但在写作的过程中,应尽量避免大量使用简单句,而且英语语言以长句为主,所以如果我们过多使用简单句,就会显得语言运用过于简单、单一,而使句子缺乏力量。因此通常只有在表达简单明了的内容时,才使用以句号分开长句的做法。

- **Separate clauses with a comma and a coordinating conjunction**

　　用逗号来分隔两个意义不同的句子部分,容易造成 comma - splice 的错误,而只要在逗号的后面加上适当的连词,就可以避免这种错误了。当句子前后两部分的意义处于并列关系时,我们可以使用一个逗号再加上一个表示并列关系的连词(例如 and, but, nor, yet 等)。试比较:

　　1）An eagle once flew past our house. I only got a brief glimpse of it.

　　2）An eagle once flew past our house, but I only got a brief glimpse of it.

　　上面的例子中,"有只鹰飞过我家房屋,我只瞟到它一眼",两者之间前后时间相差很短,而意义上又是并列的独立内容,如果按照第一个例句中那样采用添加句号的办法,就会造成两个简单句

孤立地放在一起,而使上下句之间缺乏联系。但若是像第二个例句中所使用的逗号,加上连词 but, 就能够用一个长句把鹰的动作和"我"的动作放在一个句子中表达出来了。

- **Separate independent clauses with a semicolon**

当想要表达的两部分的意义处于并列关系时,除了使用上面讲过的用逗号和连词的办法,我们还可以使用分号。尤其是当一个长句中的前后两部分之间逻辑关系并列,意义又紧密相连的时候,分号的使用更能清晰准确地予以表达。例如:

Desktop computers usually have bigger screens than laptops do; laptops are easier to carry around.

这个例句是在试图比较台式电脑和笔记本电脑,两个部分的关系并列,而意义上又是前后对应的,所以使用分号能够合理准确地体现两者之间的关系。

- **Put the less important thought in a subordinate clause**

这种方法也叫作 subordination。除了恰当地使用标点符号外,我们还可以通过使用从属连词的方法来组织句子。英语中有许多表示各种关系的连词,例如从属连词 while, although, because 和 if 等,还有一些关系代词 which, that, who 等,这些词都可以用来表示句子之间的相互关系。在一个长句中,我们可以通过这些连词或代词的使用,把较重要的内容放在主句中,而把次要的内容放在从句中,构成主从复合句,从而既避免了 run - on sentence 错误的出现,又能充分利用英语长句的优势,显示内容之间的逻辑关系。例如:

1) The new keyboards put the most frequently typed characters within easy reach they are widely used in business fields.

2) Because the new keyboards put the most frequently typed characters within easy reach, they are widely used in business